

**FILED:** [REDACTED]  
**RETURN:** [REDACTED]  
RECORDS MANAGEMENT DIVISION

25X1A9a

Chief, Management Staff

9 August 1956

Chief, O&M Staff (DD/I and DD/S Area)

Work Report Week Ending 8 August 1956.

Accomplishments

1. Project 6-19, Study of OTR Clerical Training Program. [REDACTED]
  - a. Information furnished OTR and OP on necessity of changing sequence of EOD activities in order to increase the number of qualifying students, decreasing the number requiring training.
  - b. Method developed for scheduling clerical courses which will permit the elimination of two Instructor positions, if approved by the DD/S.
  - c. Information developed on Clerical Training Program for use by the DD/S in determining the necessity for continuance of Program.

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Assignments Active This Week

2. Project 5-72, Assistance to ORR in the Development of a Suitable Regulation concerning Cartographic Support Available in CIA. [REDACTED]
3. MS-855, T/O Adjustment [REDACTED] - reorganization and reduction of T/O to ceiling. [REDACTED]
4. Project 6-45, OCR Space Study - At request of DD/I an analysis of overcrowding in OCR and appropriate recommendations for improvement. [REDACTED]
5. Project 5-1f, Study of Program Analysis Staff, Organization, Functions, Staffing and Procedures. [REDACTED]
6. Project 5-80, Review of Procedures Printing Services Division assistance in implementing recommendations. [REDACTED]
7. Project 5-1a, Fiscal Division - Assistance in implementing recommendations relating to Payroll Branch. [REDACTED]
8. Classified Waste Study. [REDACTED]
9. Project 6-28, Transfer of Unvouchered Slots Field to Headquarters and Establishment of New Organizational Components, Office of Security. [REDACTED]

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10. MB-886, Reorganization of Identification and Cataloging Branch, Supply Division. [REDACTED] 25X1A9a
11. Project 5-1a, Study of Technical Accounting Staff, Organization, Functions, Staffing, and Procedures. [REDACTED] 25X1A9a
12. Project 6-1h, Study of Agency Overtime Practices. [REDACTED] 25X1A9a
13. Analysis of Manpower Survey. [REDACTED] 25X1A9a
14. Study of Language and Area Instruction. [REDACTED] 25X1A9a
15. Reorganization of OTR Schools. [REDACTED] 25X1A9a

Miscellaneous

16. Training. Fifteen hours on-the-job training in the procedures and operations of the Office of Comptroller.

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[REDACTED]